

TITLE: Administrative Secretary – Bureau of Fire Prevention Services

FD-EMS/18-125

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position provides secretarial support for all divisions of the Fire and Emergency Service Department. The incumbents in this position may perform any combination of the following position.

MAJOR DUTIES:

- o Types letters, memoranda, and reports for all divisions of Fire and Emergency Services; proofreads documents; establishes formats for special projects; transcribes minutes; handles confidential information; answers inquiries; takes messages; directs calls.
- o Expedites construction/site plan documents from business owners, contractors, and architects.
- o Issues permits; maintains related files and records.
- o Schedules inspections for Fire Marshal or Inspector.
- o Greets visitors and answers telephone; provide information and assistance.
- o Receives and accounts for funds received.
- o Schedules public relations events.
- o Provides insurance rating/protection classification information for insurance companies and homeowners.
- o Coordinates fire safety programs for local schools.
- o Assists in the maintenance of the departmental server.
- o Prepares monthly management reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of records management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.

- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Fire Marshal assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative duties. The need to perform different tasks simultaneously contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide secretarial support for the entire department. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with members of the general public, other county employees, vendors, business owners.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or crouching. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or GED.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.